



Introduction



Welcome to the San Diego's "6 to 6" Extended School Day program. The City of San Diego, in cooperation with its partner school districts, is committed to opening community schools before and after school to provide a safe place for elementary and middle school age youth to experience academic enrichment and recreation activities during the hours that most parents work.

San Diego's "6 to 6" is operated by several collaborative partners. The City oversees the program's fiscal administration and subcontracts with agencies that operate each site. The partner school acts as facilities and instructional coordinator.

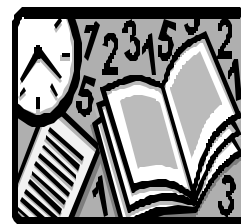
This handbook is a comprehensive guide to understanding the policies and procedures of San Diego's "6 to 6". Please read it carefully, and keep it handy for future reference throughout the year. As a parent of a child enrolled in the program, we encourage you to observe and participate in activities and events. Any contributions of your time or talents will be appreciated.

If you have additional questions, please feel free to ask your site supervisor.

"6 to 6" Mission Statement

It is the mission of San Diego's "6 to 6" Extended School Day to provide the following to all of San Diego's children:

- Academic enrichment and homework assistance
- Arts, crafts, recreation, and sports activities
- A safe environment to have fun and learn new skills.

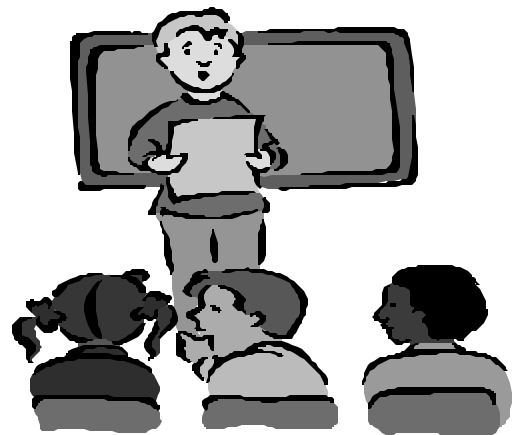


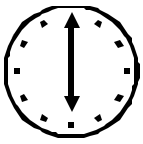
Program Description

San Diego's "6 to 6" was designed by experts in child development, education, youth leadership, and recreation. A site supervisor, credentialed teachers, instructional aides, and program activity leaders staff every site. Staff members work closely with the school, the classroom teachers, resource teachers, literacy tutors, and the school principal.

Each "6 to 6" program is contracted to a community-based organization with experience in operating a child development or youth program. Harmonium Children's Services, Social Advocates for Youth, and the YMCA of San Diego County are some of the providers participating in San Diego's "6 to 6" in the 2001/2002 school year. Sites maintain involvement with other community-based organizations, public agencies, and volunteers to provide each school with a broad spectrum of resources.

San Diego's "6 to 6" is specifically designed to create an enthusiasm for learning, while building reading, writing, verbal, math, and science skills. Planned activities are fun, challenging, and developmentally appropriate, for each program participant. To maximize the effectiveness, San Diego's "6 to 6" programs are held at locations at the school where the children feel safe and comfortable, such as, classrooms, computer labs, multi-purpose rooms and auditoriums.





Hours

Hours vary site by site according to community and school administration needs. Generally, the program runs one hour before school breakfast, typically 6:30am, until school begins, and resumes after school ends until 6:00pm, including minimum days. Please see your site supervisor for specific information regarding your school's schedule, and to obtain a calendar of holidays, minimum days, and school closures.

Adult/Child Ratio

In accordance with the State of California's "After School and Safe Neighborhoods Partnerships Program," the staff to student ratio is 1 to 15 for elementary students and 1 to 20 for middle school students.



Academic Enrichment

San Diego's "6 to 6" sites provide an academic enrichment component on a daily basis. Each site works with credentialed teachers who provide hands-on support to participants and staff in a variety of academic subjects. Program staff members work with faculty to ensure that the activities provided by the program support the regular school day curriculum.

Instructional aides, teachers' aides, and other staff also provide homework assistance daily. Family members will want to check their child's homework for completeness and accuracy as San Diego's "6 to 6" cannot provide one to one assistance to each student.

Other Activities

While attending San Diego's "6 to 6", students are encouraged to participate in a variety of recreation and enrichment activities which may include:

ART
COOKING
DRAMA
SPEECH
SPORTS
DANCE

MULTI-CULTURAL ACTIVITIES
CERAMICS
PERFORMING ARTS
FORIEGN LANGUAGE
COMPUTER CLASSES
MUSIC

CRAFTS
WRITING



Snacks



As part of the US Department of Agriculture's Nutrition Program, all San Diego's "6 to 6" participants will receive a free afternoon snack. This snack will include two of the four basic food groups.

- ***If your child has any dietary restrictions or allergies please contact the site supervisor so an alternate snack may be provided.***

Safety

San Diego's "6 to 6" provides a safe place on school sites where children can learn new skills, reinforce academic skills, and participate in age-appropriate recreation and social skill building activities. Participants are expected to

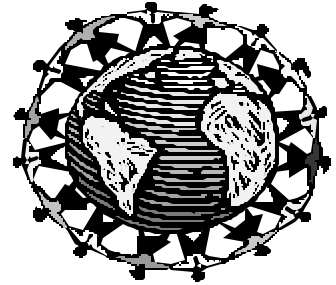
follow all school rules and program safety rules posted at the site. Violation of these rules may result in your child not being allowed to participate in the program.



Enrollment / Disenrollment

To be considered for enrollment you must fill out a San Diego's "6 to 6" Extended School Day *Pre-Enrollment Application*, available at each school. The provider agency will evaluate the forms and prioritize the applications based on standardized criteria.

The provider will contact families when they have been selected for an available opening. Families not selected will be placed on the waiting list and will be contacted when they are the next family to be enrolled.

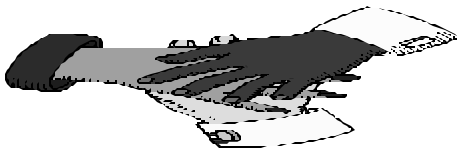


To enroll your child, you must complete: (1) Enrollment Form, (2) Emergency Card, (3) Health History/Medical Consent Form, and any other forms required by the City, the State of California, the school, or the provider. **It is the family's responsibility to keep all pertinent information current.**

At many "6 to 6" sites, demand exceeds capacity. Therefore, families that do not comply with the minimum attendance standards set by each provider agency may be subject to disenrollment in order to include families who need the full range of program hours.

You may disenroll your child at any time. However, one week's notice is requested. Please see the section on Guidance on the following page for procedures regarding involuntary disenrollment.



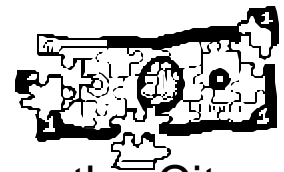


Guidance

Rules may vary slightly from site to site, but each site uses a positive approach to discipline when the stated rules are broken. Behavior problems are recorded, and plans for corrective action are noted. Parents will be notified if an inappropriate behavior persists. If a child continually misbehaves, the site supervisor may disenroll the child. If a child acts in a way that creates a risk of harm and/or health to themselves or anyone else, the site supervisor may immediately disenroll the child from the program.

Parents may be called to pick up a child if the behavior cannot be controlled. Parents who do not respond immediately are subject to late fee penalties set by the provider agency or disenrollment. Please confirm with your site's provider agency regarding their specific guidance policies.

Fees/Funding Structure



San Diego's "6 to 6" is funded through grants from the City of San Diego's General Fund and Tobacco Settlement funds, and grants from the California and U.S. Departments of Education. The program is currently free to all participating families. It is possible that a sliding fee payment schedule may be instated in the future at selected, higher income neighborhood schools.

High quality programs for children depend on the participation of families to keep the program operating costs within reasonable limits. Any **contribution** of time, materials, gently used toys, games or books, and craft items would be greatly appreciated.

Attendance Policies and Procedures

It is required that each child **MUST** be signed in and out of the site each day. If someone other than the child's custodial parent(s) or legal guardian will be picking up the child from the program, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. The parent(s) or legal guardian must complete the *Early Release Form*, and specify a time for the child to sign in or out in order to walk to or from the program. This form can be obtained from, and is subject to the approval of, the site supervisor. Please take into account traffic patterns, time changes, etc when filling out this form. NOTE: San Diego's "6 to 6" and/or staff are not responsible for a child before being signed in, or after being signed out of the program.

It is imperative that all children be picked up by 6:00pm. Emergency contacts will be called for any child who is not picked up by 6:00pm. A late penalty may be assessed, and in some cases the child may be suspended or disenrolled from the program if a child is habitually left after 6:00pm. State law considers children left at the site after closing time, without notification, to be abandoned. If this occurs, the police may be contacted to take custody of the child.



It is the family's responsibility to notify the site supervisor if the child will be absent. If the child is scheduled to attend and does not report to the program, the site staff will make every effort to verify the absence with the school staff and/or contact the parents.

Accident or Injury

Mild scrapes or “Ouches” will be reported to a parent or guardian by way of an “Ouch Report” or written notification. An Incident Report will be completed for more serious injuries and will be placed on file with the provider agency and the City of San Diego. Staff will use standard first aid and universal precautions when treating scrapes or falls.

When a serious accident or injury occurs the site supervisor will attempt to notify parents and emergency contacts. More serious accident / injuries may require:

- ! Ambulance / Paramedic/ 911 notification
- ! A hospital visit - accompanied by “6 to 6” staff
- ! Follow-up care by a doctor/dentist



Prior to enrollment a *Consent for Medical Treatment Form* must be completed. All emergency numbers must be kept current in order to assure that a parent can be reached whenever necessary. Parents are responsible for all costs incurred in the provision of emergency medical treatment for their child.

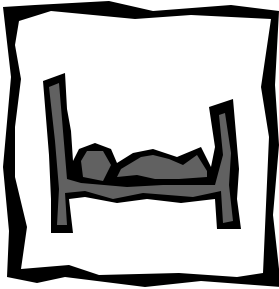
Child Abuse / Neglect

The State of California considers all San Diego’s “6 to 6” staff “Mandated Reporters” of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected the proper authorities will be contacted and an incident report will be filed. All staff members are trained in child abuse awareness. It is helpful to advise staff regarding accidental injuries that have occurred at home.



Illness / Medications

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:



- A fever
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting
- A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the site supervisor may notify a parent or emergency contact. Parents who do not respond are subject to late fee penalties set by the provider agency or disenrollment.

In the event that medication needs to be administered to a child while attending San Diego's "6 to 6", a parent or legal guardian must complete the *Authorization to Administer Medication Form*. This form is available from the site supervisor. Medication must be presented to San Diego's "6 to 6" staff in its original container, labeled with physician's name, phone number, directions, prescription expiration date, prescription directions, and pharmacy contact.

Repeated failure to comply with any of the policies included in this handbook may lead to disenrollment of your child from this program.

Children's Rights

Each student receiving services from San Diego's "6 to 6" Extended School Day program is entitled to the following rights and or privileges:

- To be accorded dignity in his/her personal relationship with staff and or other persons
- To be accorded a safe and healthful environment
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse.
- To be accorded an environment that includes all of the necessities of care.



Staff Member's Rights

Each staff member employed by San Diego's "6 to 6" Extended School Day program is entitled to the following rights and or privileges:

- To be treated as a professional care giver by parents, students, school staff, and visitors
- To be accorded a safe and healthful environment
- To be accorded an environment free from the following: threats, harassment, humiliation, intimidation, ridicule, or mental abuse.

In order to protect the rights of staff members employed by San Diego's "6 to 6" Extended School Day program, infringement upon these rights may result in the suspension or disenrollment of a child or family.





Parent's Rights



Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

Step #1 - Contact the program's on-Site Supervisor (phone number posted at site)

Step #2 - Contact the Provider's Administration Office (phone number posted at site)

Step #3 - Contact the City of San Diego "6 to 6" Administration as follows:

Steven Amick
Program Administrator
City of San Diego San Diego's "6 to 6"
1200 Third Avenue, Suite 1300
San Diego, CA 92101
(619) 236-6473 phone
(619) 533-6515 fax
s2a@sdcity.sannet.gov email

